

ATTACHMENT E – FINANCIAL PROPOSAL INSTRUCTIONS

In order to assist Offerors in the preparation of their Financial Proposal and to comply with the requirements of this solicitation, Financial Proposal Instructions and a Financial Proposal Form have been prepared. Offerors shall submit their Financial Proposal on the Financial Proposal Form in accordance with the instructions on the Financial Proposal Form and as specified herein. Do not alter the Financial Proposal Form or the Proposal may be determined to be not reasonably susceptible of being selected for award. The Financial Proposal Form is to be signed and dated, where requested, by an individual who is authorized to bind the Offeror to the prices entered on the Financial Proposal Form.

The Financial Proposal Form is used to calculate the Offeror's TOTAL PROPOSAL PRICE. Follow these instructions carefully when completing your Financial Proposal Form:

- A. All Unit and Extended Prices must be clearly entered in dollars and cents, e.g., \$24.15. Make your decimal points clear and distinct.
- B. All Unit Prices must be the actual price per unit the State will pay for the specific item or service identified in this RFP and may not be contingent on any other factor or condition in any manner.
- C. All calculations shall be rounded to the nearest cent, i.e., .344 shall be .34 and .345 shall be .35.
- D. Every blank in every Financial Proposal Form shall be filled in. Any changes or corrections made to the Financial Proposal Form by the Offeror prior to submission shall be initialed and dated.
- E. Except as instructed on the Financial Proposal Form, nothing shall be entered on or attached to the Financial Proposal Form that alters or proposes conditions or contingencies on the prices. Alterations and/or conditions may render the Proposal not reasonably susceptible of being selected for award.
- F. It is imperative that the prices included on the Financial Proposal Form have been entered correctly and calculated accurately by the Offeror and that the respective total prices agree with the entries on the Financial Proposal Form.
- G. If option years are included, Offerors must submit pricing for each option year. Any option to renew will be exercised at the sole discretion of the State and will comply with all terms and conditions in force at the time the option is exercised. If exercised, the option period shall be for a period identified in the RFP at the prices entered in the Financial Proposal Form.
- H. All Financial Proposal prices entered below are to be fully loaded prices that include all costs/expenses associated with the provision of services as required by the RFP. The Financial Proposal price shall include, but is not limited to, all: labor, profit/overhead, general operating, administrative, and all other expenses and costs necessary to perform the work set forth in the solicitation. No other amounts will be paid to the Contractor. If labor rates are requested, those amounts shall be fully-loaded rates; no overtime amounts will be paid.
- I. Unless indicated elsewhere in the RFP, sample amounts used for calculations on the Financial Proposal Form are typically estimates for evaluation purposes only. Unless stated otherwise in the RFP, the Department does not guarantee a minimum or maximum number of units or usage in the performance of this Contract.
- J. Failure to adhere to any of these instructions may result in the Proposal being determined not reasonably susceptible of being selected for award.

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FULFILLMENT CENTER RFP #

Statement of Work Section	Fixed Unit Cost* Term Year 1	Base	Fixed Unit Cost* Term Year 2	Base	Fixed Unit Cost* Option 1 - Year 1	Fixed Unit Cost* Option 1 - Year 2
Inbound Document Processing Services:						
Provide Unit Price Per Page						
<i>Receipt; Sort; Index/Scan; Data entry to CRM or HBX (when applicable); Shred 3.2.1.7</i>	\$	-	\$	-	\$	-
Outbound Fulfillment (pass-thru postage should be excluded):						
Provide Unit Price Per Page Based in Page Count						
<i>System Generated Notice Production 3.2.1.1 (1 to 10 pages per envelope)</i>	\$	-	\$	-	\$	-
<i>System Generated Notice Production 3.2.1.1 (11 - 18 pages per envelope)</i>	\$	-	\$	-	\$	-
<i>System Generated Notice Production 3.2.1.1 (19 - 38 pages per envelope)</i>	\$	-	\$	-	\$	-
<i>Manual Notice Production 3.2.1.2</i>	\$	-	\$	-	\$	-
<i>Voter's Registration Forms Fulfillment 3.2.1.3</i>	\$	-	\$	-	\$	-
<i>Paper Application Fulfillment 3.2.1.4</i>	\$	-	\$	-	\$	-
<i>IRS Forms 1095-A and 1095-B Production 3.2.1.5</i>	\$	-	\$	-	\$	-
<i>Medicaid Card Production 3.2.1.8</i>	\$	-	\$	-	\$	-
<i>MDH Medicare Notices 3.2.1.9</i>	\$	-	\$	-	\$	-
Provide Unit Price Per Packet						
<i>Medicaid Managed Care Organization (MCO) Enrollment Packet Production and Mailing 3.2.1.6</i>	\$	-	\$	-	\$	-
<i>MCO Provider Network Directory - 3.2</i>	\$	-	\$	-	\$	-
Returned Mail Management:						
Provide Unit Price Per Piece						
<i>Attempt address correction; Record Actions in CRM (per piece) 3.2.1.10</i>	\$	-	\$	-	\$	-

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Statement of Work Section	Fixed Unit Cost* Term Year 1	Base	Fixed Unit Cost* Term Year 2	Base	Fixed Unit Cost* Option 1 - Year 1	Fixed Unit Cost* Option 1 - Year 2
Operations Costs (fixed unit cost)						
Fax Line (pass thru)	\$ -		\$ -		\$ -	\$ -
Dedicated Operations Staff	\$ -		\$ -		\$ -	\$ -
Development, Testing, Network Connectivity Services:						
Fixed Unit Cost - All Fixed Unit Costs will include all labor and material costs						
Network Infrastructure 3.2.1.13	\$ -		\$ -		\$ -	\$ -
Specific Development & Testing 3.2.1.14	\$ -		\$ -		\$ -	\$ -
Totals Per year		\$0.00		\$0.00	\$0.00	\$0.00
Total Evaluated Cost						\$0.00

Submitted By: _____

Authorized Signature: _____

_____ Date: _____

Printed Name and Title: _____

Offeror Name: _____

Offeror Address: _____

FEIN: _____

Offeror Contact Information:

Telephone: (____) ____--

_____ Fax: (____) ____--

E-mail: _____

To be submitted in Excel and PDF

Format